

CODE ENFORCEMENT OFFICER III

DISTINGUISHING FEATURES OF THE CLASS: This is work performing inspections to determine if there is compliance with local and state codes and, if not, to take action to bring about compliance. The inspections are of violations that are not always obvious and therefore require good understanding of local and state codes, including the New York State Uniform Fire Prevention and Building Code (Uniform Code), in order to identify and evaluate the conditions found. The position of Code Enforcement Officer III differs from Code Enforcement Officer II in that incumbents of the former position give work direction to, and review the work of, Code Enforcement Officers I and/or II. In addition, those at Level III have some administrative responsibilities and may review site plans to make recommendations regarding approval. Supervision is received from the municipality's designated code enforcement administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects for compliance with local and state codes;
Investigates complaints concerning building and zoning code violations;
Issues written notices of violation to instruct violators of the action(s) to be taken to correct or abate the violation(s) within a specified period of time;
Issues oral instructions regarding the violation(s) found;
Performs follow-up inspections to ensure compliance;
Maintains records of inspection activities;
Keeps records and prepares reports concerning activities of the unit;
Reviews notices of violation prepared by Code Enforcement Officers I and/or II to recommend and/or determine further action;
Evaluates complaints received and assigns inspection duties to Code Enforcement Officers I and/or II;
May review site plans and make recommendations regarding approval.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local codes and the New York State Uniform Fire Prevention and Building Code; good knowledge of inspection practices and techniques; ability to read and interpret local and state codes; ability to prepare concise narrative reports; ability to issue understandable instructions; ability to maintain records of work activities; ability to prepare reports of office activities; ability to give work direction and oversee the work of others; ability to deal effectively with people.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree or higher in Architecture, Engineering or other course of study applicable to building construction and one (1) year of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with local and state zoning code and ordinances; one (1) year of which experience involved directing and overseeing the work of others; or
2. Associate's degree or higher in Building Technology, Architecture, Engineering Technology or closely related field and two (2) years of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with local and state zoning code and ordinances; one (1) year of which experience involved directing and overseeing the work of others; or
3. Graduation from high school or possession of an equivalency diploma and three (3) years of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with local and state zoning codes and ordinances; one (1) year of which experience involved directing and overseeing the work of others.

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SPECIAL REQUIREMENTS:

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-servicing training.
2. Possession of a driver's license appropriate for the vehicle to be operated.

PROMOTION: Two (2) years of permanent competitive class status as a Code Enforcement Officer II or related title.